

ST. LOUIS COUNTY SHERIFF'S OFFICE



BACKGROUND  
INVESTIGATION QUESTIONNAIRE

CLERICAL & ECS  
COMMUNICATIONS

NAME OF APPLICANT:

Please return to:  
ST. LOUIS COUNTY SHERIFF'S OFFICE  
c/o Public Safety Building  
2030 N. Arlington Avenue  
Duluth, MN 55811  
218.336.4343

Updated 8/2015

ST. LOUIS COUNTY SHERIFF'S OFFICE



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## DIRECTIONS FOR COMPLETING THE BACKGROUND QUESTIONNAIRE

1.	Read and sign the Data Practices Advisory which immediately follows this page.
2.	When completing this Background Questionnaire, please print clearly. Some questions will be repetitive; answer all questions with complete and accurate information. <a href="#"><u>Use only Blue ink.</u></a>
3.	In each place in which you are asked to provide your name, please print your complete name as it appears on your Social Security Card. Include your previous name(s) if your name has changed and/or generational information (example: Jr., Sr., III, etc.).
4.	<p>A set of blank releases is contained at the end of this packet. Please complete, sign and return the proper releases, as indicated in the Background Questionnaire subdivisions. Note that you will have to make extra copies of releases so that there is one release for each entity you are authorizing to release information. Therefore, complete the Background Questionnaire first and then determine the type and number of releases you need to complete. Return the completed release forms with your Background Questionnaire to:</p> <p style="text-align: center;"><b>ST. LOUIS COUNTY SHERIFF'S OFFICE</b>  <b>c/o Public Safety Building</b>  <b>2030 N. Arlington Avenue</b>  <b>Duluth, MN 55811</b></p>
5.	If you find that there is not adequate space to answer a specific question, provide as much information as space permits, and then continue your response on individual sheets of paper. Include the number of the question on the separate sheet of paper and maintain the same format as the answer space in the Background Questionnaire.
6.	If a question does not apply to you, please write "N/A" (not applicable)
7.	Include any other requested documents with your Questionnaire.
8.	Be sure to sign the Questionnaire and the Autobiography Essay and initial other areas as directed.
9.	If you have any questions, contact Sgt. Neil Porter, St. Louis County Sheriff's Office at 218.336.4343.

## DATA PRACTICES ADVISORY

### ☐ READ THIS ADVISORY BEFORE COMPLETING THIS QUESTIONNAIRE ☐

The following Background Questionnaire is used to determine whether you meet the requirements for continuation in the Deputy Sheriff selection process for the St. Louis County Sheriff's Office. You are being asked to provide information that will be used in evaluating your suitability for employment. The purpose of this request for information is to obtain information about you to permit us to thoroughly analyze your qualifications and suitability for employment with us. Attached are several documents that ask for your signature and/or personal information about you.

Certain information requested in the Questionnaire is classified as private data under the Minnesota Government Data Practices Act (Minn. Stat. Ch. 13) and may be released only to you, to those in the County whose jobs reasonably require access to the data, to those authorized by state or federal law to have access to the data, and to those for whom you provide a written informed consent authorizing disclosure. The public data you supply is available to anyone who requests it.

Before you are certified as eligible for appointment or considered a finalist for a position, only the following information you have been asked to provide is public: veteran's status, relevant test scores, rank on eligibility list, job history, education and training, and work availability. Name, home address, and telephone number are private data on applicants and not released to the public. When you are certified as eligible or considered as a finalist, your name, test score, and standing become public information. The Government Data Practices Act defines a finalist as an individual who is selected to be interviewed prior to selection.

If you are hired, the following personnel data is public: your name, actual gross salary, salary range, contract fees, actual gross pension, value and nature of employer paid fringe benefits, the basis for and amount of any compensation, including expense reimbursement in addition to salary, job title, job description, education and training background, previous work experience, date of first and last employment, status of any complaints or charges against the employee, whether the complaint or charge resulted in any disciplinary action, and the final disposition of any disciplinary action and supporting documentation, work location, work telephone number, honors and awards received, payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for use of sick and other medical leave or other non-public data. Public data is data that is available to any person upon request.

The remaining data that you provide is generally considered to be private data that you would be entitled to have access to. A third party is entitled to access such data only with your consent, or pursuant to a court order or a statutory provision authorizing access.

You are not legally required to provide any of the requested data or to sign any of the release and authorization forms. However, if you do not do so, we will not be able to further consider you for employment. The authorizations that you sign and the data you provide may be conveyed to third parties. Private information will be disclosed only to the extent that is necessary to complete this employment investigation or as otherwise allowed or required by law.

This information is requested from you for the following reasons:

1. To distinguish you from all other applicants and identify you in our files.
2. To enable us to verify that you are the individual who took the exam.
3. To enable us to contact you when additional information is required, send you notices, and/or schedule you for interviews.
4. To determine whether or not you meet the minimum requirements.
5. To determine whether or not any conviction record may be a job-related consideration affecting your suitability for the position for which you have applied.
6. To enable us to insure your rights to equal employment opportunities and to meet affirmative action goals.
7. To meet federal reporting requirements.
8. To make processing more efficient.

The data supplied may also be used for other purposes necessary for the administration of state or federal laws, and rules or procedures of the County.

If you are hired, you will be legally required to supply your social security number and all applicable tax information. This information will be sent to federal and state tax authorities and to the Social Security Administration, and will enable us to compute your salary deductions. Insurance data, which you will be required to furnish in order to participate in health and life insurance plans, will be classified as private data, along with other payroll deduction data.

**By my signature below, I state that I have read and understand the above Government Data Practices advisory.**

<b>Date</b>			
<b>Printed Name</b>	First Name	Middle Name	Last Name
<b>Home Address</b>	Address, City, State, Zip Code		
<b>Telephone</b> (include area code)			<b>E-mail Address(es)</b>
<b>Written Signature</b>			

**Do not sign below until meeting with Background Investigator to review background packet**

<b>Date</b>	
<b>Written Signature</b>	

## REJECTION CRITERIA

The **St. Louis County Sheriff's Office** has established criteria that *will result in the rejection of a Clerical or ECS Communications APPLICANT if:*

1.	APPLICANT has <b>any Felony conviction</b> (including pardons or expungements)
2.	APPLICANT has <b>any Felony or Gross Misdemeanor Drug Conviction</b>
3.	APPLICANT has <b>any Criminal Sexual Conduct Conviction</b>
4.	APPLICANT has <b>any Gross Misdemeanor Conviction</b>
5.	APPLICANT has been <b>convicted of Assaulting or Fleeing A Peace Officer</b>
6.	APPLICANT has been <b>convicted of Domestic Assault</b>
7.	Evidence that the APPLICANT has <b>misrepresented or falsified any information</b> to the Department.

The following are examples of conduct which **may result** in the rejection of Clerical or ECS Communications APPLICANTS if:

1.	APPLICANT has been <b>convicted within the last three years</b> of a D.W.I., B.A.C. over .08, or Implied Consent test refusal. This would apply to the following conveyances: motor vehicles, ATV's, snowmobiles, water craft, and aircraft. A conviction of any of the above within three to 5 years may result in disqualification.
2.	APPLICANT has been <b>convicted of a Misdemeanor in the past three years</b> (including traffic convictions, Driving After Revocation, and Driving After Suspension).
3.	APPLICANT has been <b>terminated from a police agency</b> or negotiated resignation in lieu of termination within the past four years.
4.	APPLICANT has received a <b>dishonorable discharge from the military</b> .
5.	APPLICANT has been <b>at fault in two or more motor vehicle accidents</b> in the past two years, whether or not any charges were filed.

6.	APPLICANT has been <b>involved in instances of job related misconduct</b> . This would include tardiness, violence, bad behavior, employee theft, insubordination, poor performance, non-satisfactory evaluations, reprimands, or any other similar documented problem, or other undesirable work habits.
7.	APPLICANT has provided <b>insufficient personal references or work references</b> or has provided references that cannot be verified or documented.
8.	APPLICANT has <b>documented instances of undesirable work habits</b> .
9.	APPLICANT has <b>documented pattern of unfitness or patterns of misconduct</b> .
10.	APPLICANT has <b>not responded to requests by BACKGROUND INVESTIGATORS</b> for information, releases, or other data needed for the investigation within seven days of request without good cause. Requested information must be postmarked to the Sheriff's Background Office within seven days of request.

In addition to the above rejection criteria, the Sheriff's Office recognizes the **Powers of the Human Resources Director** as provided in Minnesota State Statute 383C.042:

*"The civil service director may reject an application of any person for admission to a test or refuse to test any applicant, or to certify the name of an eligible for employment who is found to lack any of the established qualification requirements for the position applied for or tested on, or who is physically unfit to effectively perform the duties of the position, or who is addicted to the use of drugs or the habitual use of intoxicating liquors to excess, or who has been guilty of any crime or infamous or notoriously disgraceful conduct, or who has been dismissed from the public service for delinquency, or who has made a false statement of any material fact or practiced or attempted to practice deception or fraud in the application or in the test, or in securing eligibility or appointment. Any such person may appeal to the county civil service commission from the action of the civil service director in accordance with the rules established hereunder."*

In addition, the Human Resources Director may remove a name from eligible registers for failure to respond to a written inquiry by the Director or appointing authority within five (5) working days.

## APPLICANT INFORMATION

### I. GENERAL BACKGROUND INFORMATION

1. What is your full name?	Last	First	Middle
Give any other names you have used or by which you have been known, including nicknames, and the date of the name change. (If none, so state).			
Date of Birth		Telephone Number(s)	
Social Security Number		Scars, Tattoos, or Distinguishing Marks	
Current Address			
Email Address(es)			
2. Are you currently eligible to work in the United States?		Yes	No

NOTE: You must, at your own expense, **immediately** forward a certified copy of your birth certificate or other documentation that serves as proof of employment eligibility, directed to the following address:

**ST. LOUIS COUNTY SHERIFF'S OFFICE**  
**BACKGROUND INVESTIGATIONS**  
**2030 N. ARLINGTON AVE**  
**DULUTH, MN 55811**  
Initial here \_\_\_\_\_

3. Have you participated in an internship with a law enforcement or corrections agency? (If yes, list departments)		Yes	No
Department		Supervisor's Name	
Date of Internship	From (Month/Year)	To (Month/Year)	
Department Telephone Number			
Department Address			

RELEASE NOTICE: You must complete an "Authorization for Release of Information Agreement" for each agency listed. Initial here \_\_\_\_\_



## II. RESIDENCY

### 4. Where do you currently reside?

Address, City, State, Zip Code

5. List in reverse chronological order (begin with current address), list each and every place in which you have lived during the past seven (7) years. For any residence which you rented, attach an additional sheet and provide the name, address, telephone number and E-mail address of the rental property manager or owner. Include all addresses while you were in school or in the military.

Address	City	State	Zip Code	From: Mo/Year	To: Mo/Year

RELEASE NOTICE: You must complete an "Authorization for Release of Information Agreement" for each residency listed. Complete an additional "Authorization for Release of Information Agreement" for each Law Enforcement Agency having jurisdiction over each residence listed. Initial here \_\_\_\_\_

6. Give the name of your father, mother, siblings and adult children (include step-relatives). If deceased, please so indicate. Include E-mail Addresses for all listed (use separate sheet if necessary).

Relationship	Name	Address	E-Mail Address	Phone Number

<b>7. Give the full names, date of birth and relationship to you of any other adults residing in your household. Include E-mail Addresses for all listed (use separate sheet if necessary).</b>					
Relation-ship	Full Name	Date of Birth	Address	E-Mail Address	Phone Number
<b>8. List names of four (4) friends and/or associates. Do not include former employers, school teachers or peace officers and corrections officers. Include E-mail Addresses for all listed (use separate sheet if necessary).</b>					
Relation-ship	Name	Address	E-Mail Address	Phone Number	
<b>9. Are you presently a user of non-prescription controlled substances or user of prescription controlled substances in a manner other than prescribed?</b>				<b>Yes</b>	<b>No</b>
If yes, give details and amounts:					
<b>Have you ever used any controlled substances, illegal drugs, narcotics, marijuana, etc.?</b>				<b>Yes</b>	<b>No</b>
If yes, give details and amounts:					
<b>10. Are you or have you been associated with or a member of any gang or criminal association?</b>				<b>Yes</b>	<b>No</b>
If yes, give details:					
<b>11. Do you have any close friends, family members or household members who are associated with or a member of a gang or criminal organization?</b>				<b>Yes</b>	<b>No</b>
If yes, give details:					

12. List all peace officers and/or corrections officers with whom you are acquainted: (If applying for 911 ECS Communications, list any ECS employees you know also). Include E-mail Addresses for all listed (use separate sheet if necessary).				
Name	Department	Contact Address	E-Mail Address	Phone Number

III. EDUCATION HISTORY							
13. List in reverse chronological order (most recent dates first) all high schools, vocational schools, and colleges you have attended:							
School	Address	City	State	Zip Code	From Mo/Yr	To Mo/Yr	Last Grade or Term

RELEASE NOTICE: You must complete an "**Authorization for Release of Information Agreement**" for each high school, vocational school, or college listed.  
Initial here\_\_\_\_\_

14. List any college degrees/major area of study or vocational licenses received:

<b>15. List any significant problems with school including absenteeism, tardiness, poor grades, other disciplinary problems, etc.</b>		
<b>Date</b>	<b>School</b>	<b>Problem and/or Explanation</b>
<b>16. List all major awards you received from high school, college or graduate school.</b>		
<b>Date</b>	<b>School</b>	<b>Award</b>
<b>17. List any clubs, organizations or extracurricular activities you participated in while attending school.</b>		

<p>NOTE: You must, at your own expense, <b>immediately</b>, forward certified transcripts from all high schools, vocational schools or colleges which you attended, directed to the following address:</p> <p style="text-align: center;"><b>ST. LOUIS COUNTY SHERIFF'S OFFICE BACKGROUND INVESTIGATIONS 2030 N ARLINGTON AVE DULUTH, MN 55811</b></p> <p style="text-align: center;">Initial here _____</p>
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IV. MILITARY AND SELECTIVE SERVICE BACKGROUND			
18. If you are a male and were born after 1960, have you registered with the Selective Service?		Yes	No
If yes, provide Selective Service Number			
If no, please explain why not			
19. Did you ever apply for the military, but were later disqualified from the testing process?		Yes	No
If yes, please explain:			
20. Identify the military organization(s) in which you served, including any military organizations of any foreign government:			
Identify Branch of Service:			
Military Specialty:			
Rank Held:		Service Serial #:	
Name of Commanding Officer at time of discharge:			
21. How many periods of active military service have you had (drafts, enlistments, or recalls to service) and what were your periods of active service?			
Branch	Details	From	To
22. How many discharges or separations from the service were given to you? Please include your DD-214.		Discharges	Separations
23. What is the type of your discharge(s) or separation(s): Honorable, dishonorable, honorable conditions, medical, etc.) Be exact.			
Type:	Reason:		
24. Has your discharge or separation notice ever been corrected or changed?		Yes	No

<b>25. If yes, what was the nature of the change?</b>			
<b>Changed from:</b>		<b>Changed to:</b>	
<b>26. Were you ever court martialed, tried or charged, or were you the subject of a summary court, deck court, captain's mast, company punishment, or any other disciplinary action?</b>		<b>Yes</b>	<b>No</b>
If yes, how many times?	Give details of charges, agency concerned, dates and dispositions:		
<b>27. Are you now or were you ever an active or inactive member of the Reserve Forces (any branch) of the United States, any foreign government, or the National Guard of any state?</b>		<b>Yes</b>	<b>No</b>
If yes, state which (active or inactive)		<b>Active</b>	<b>Inactive</b>
<b>Branch</b>		<b>Regiment</b>	<b>Unit</b>
<b>Rank</b>		<b>From</b>	<b>To</b>
<b>Address</b>			
<b>28. Have you served or lived outside the United States for any periods of time?</b>		<b>Yes</b>	<b>No</b>
If yes, give details, locations, dates, etc.:			

**NOTE:** You must **immediately** forward a copy of your Form DD214, "Report of Discharge," directed to the following address:

**ST. LOUIS COUNTY SHERIFF'S OFFICE  
BACKGROUND INVESTIGATIONS  
2030 N ARLINGTON AVE  
DULUTH, MN 55811**

**RELEASE NOTICE:** For each branch of the military in which you served, complete a "**Request Pertaining to Military Records**". The form is found at the end of this background packet.

Initial here \_\_\_\_\_

**V. EMPLOYMENT BACKGROUND**

The Background Investigator will use this information to contact your **CURRENT** and **FORMER** employers regarding your work history. Provide complete and accurate information for each question. Include E-mail Addresses for all listed (use separate sheet if necessary).

**29. Present Employer:**

Name of Company

Address

City, State

Zip Code

Immediate Supervisor

Telephone

E-Mail Address

Date Hired

Job Title

Work Duties

Reason for Leaving

**30. Can your current employer be contacted prior to a job offer?**

Yes

No

If no, please explain:

RELEASE NOTICE: You must complete an “**Authorization for Release of Information Agreement**” for current employer(s). Initial here \_\_\_\_\_

**31. List in reverse chronological order (most recent dates first) each and every place you have been employed since the age of 18. OMIT NONE. Give correct, full addresses. Give dates of unemployment between periods of employment in proper sequence. Include all part-time employment, military service, volunteer work, temporary jobs, etc. Attach additional sheets as needed. Include E-mail Addresses for all listed (use separate sheet if necessary).**

Name of Company

Address

City, State

Zip Code

Immediate Supervisor

Telephone

E-Mail Address

Dates of Employment

Job Title

Work Duties

Reason for Leaving

<b>Name of Company</b>			
<b>Address</b>		<b>City, State</b>	<b>Zip Code</b>
<b>Immediate Supervisor</b>	<b>Telephone</b>	<b>E-Mail Address</b>	
<b>Dates of Employment</b>		<b>Job Title</b>	
<b>Work Duties</b>			
<b>Reason for Leaving</b>			

<b>Name of Company</b>			
<b>Address</b>		<b>City, State</b>	<b>Zip Code</b>
<b>Immediate Supervisor</b>	<b>Telephone</b>	<b>E-Mail Address</b>	
<b>Dates of Employment</b>		<b>Job Title</b>	
<b>Work Duties</b>			
<b>Reason for Leaving</b>			

<b>Name of Company</b>			
<b>Address</b>		<b>City, State</b>	<b>Zip Code</b>
<b>Immediate Supervisor</b>	<b>Telephone</b>	<b>E-Mail Address</b>	
<b>Dates of Employment</b>		<b>Job Title</b>	
<b>Work Duties</b>			
<b>Reason for Leaving</b>			

RELEASE NOTICE: You must complete an " <b>Authorization for Release of Information Agreement</b> " for each employer listed. Initial here_____
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<b>32. Are you now or have you ever been engaged in any business as an owner, partner (silent or active), or corporate member or do you hold any additional jobs?</b>	<b>Yes</b>	<b>No</b>
If yes, give details:		
<b>33. Were you ever laid off, discharged or asked to resign from employment or negotiated a resignation in lieu of termination?</b>	<b>Yes</b>	<b>No</b>
If yes, give details:		
<b>34. Were you ever subjected to disciplinary action in connection with any employment?</b>	<b>Yes</b>	<b>No</b>
If yes, give details:		
<b>35. Have you ever filed for Unemployment Compensation?</b>	<b>Yes</b>	<b>No</b>
If yes, give details:		

<p>RELEASE NOTICE: You must complete an “<b>Authorization to Release Information</b>” for the State Department of Unemployment Benefits.</p> <p style="text-align: right;">Initial here _____</p>
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<b>36. Have you ever possessed a professional or occupational license, permit or certificate?</b>	<b>Yes</b>	<b>No</b>
If yes, give details and license number:		
<b>37. Have you, or any corporation or partnership of which you were an officer, director, or partner, ever possessed a license or permit (excluding driver’s license or learner’s permit) issued by any governmental agency?</b>	<b>Yes</b>	<b>No</b>
If yes, give details:		

<b>38. Has any license or permit (excluding driver's license or learner's permit) issued to you (or to any corporation or partnership in which you were an officer, director or partner) by any city, state or federal agency ever been denied, revoked, suspended or canceled?</b>		<b>Yes</b>	<b>No</b>
If yes, give details:			
<b>39. List below every professional organization in which you are or have been a member, since age 18. Include E-mail Addresses for all listed (use separate sheet if necessary).</b>			
<b>Organization</b>	<b>Address</b>	<b>From (Month/Year)</b>	<b>To (Month/Year)</b>

RELEASE NOTICE: You must complete an "**Authorization for Release of Information Agreement**" for each organization listed above. Initial here \_\_\_\_\_

<b>40. Have you ever made application for employment with any other law enforcement agency, 911 or correctional facility? Include E-mail Addresses for all listed (use separate sheet if necessary).</b>		<b>Yes</b>	<b>No</b>		
If yes, complete the following:					
<b>Agency Name</b>	<b>Date of Application</b>	<b>Status</b>	<b>Agency Address</b>	<b>E-Mail Address</b>	<b>Agency Phone</b>

RELEASE NOTICE: You must complete an "**Authorization for Release of Information Agreement**" for each agency listed. Initial here \_\_\_\_\_

<b>41. Have you ever been the subject of a background investigation conducted by a law enforcement agency which was considering you for employment? Include E-mail Addresses for all listed (use separate sheet if necessary).</b>				<b>Yes</b>	<b>No</b>
If yes, complete the following:					
<b>Agency Name</b>	<b>Investigation Date</b>	<b>Status</b>	<b>Agency Address</b>	<b>E-Mail Address</b>	<b>Agency Phone</b>
<b>42. Have you ever received a conditional job offer from law enforcement agency which was considering you for employment? Include E-mail Addresses for all listed (use separate sheet if necessary).</b>				<b>Yes</b>	<b>No</b>
If yes, complete the following:					
<b>Agency Name</b>	<b>Date of Offer</b>	<b>Agency Address</b>	<b>Agency Telephone</b>	<b>E-Mail Address</b>	
<b>43. Have you ever been rejected by or have you withdrawn from any background investigation and/or hiring process?</b>				<b>Yes</b>	<b>No</b>
If yes, please explain:					

RELEASE NOTICE: Complete an “ <b>Authorization for Release of Information Agreement</b> ” for each agency listed.         Initial here _____
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## VII. LITIGATION

**44. If you have ever been a party to any civil action or proceeding in Minnesota or elsewhere, or if you have been named in a notice of claim that you may be a defendant in a civil action or proceeding, complete the following:**

<b>Date and Location of Event</b>	<b>Type of Proceeding</b>	<b>Were you: Plaintiff, Defendant, Petitioner, Respondent</b>	<b>Court Disposition</b>	<b>Court Telephone Number</b>	<b>Court Address</b>

RELEASE NOTICE: For each item above, complete an “**Authorization for Release of Information Agreement**”. Initial here \_\_\_\_\_

## VIII. CRIMINAL LAW VIOLATIONS

**45. If, as an adult, you have ever been named as a defendant or convicted as an adult for any violation of any state or federal criminal law (excluding parking violations), complete the information below: Attach additional sheets if needed.**

<b>Offense Date</b>	<b>Charge or Violation</b>	<b>Misdemeanor, Gross, Felony</b>	<b>Court Location</b>	<b>Disposition</b>	<b>Law Enforcement Agency Involved</b>

*NOTE: Conviction of a crime, other than a felony, in and of itself is not an automatic bar to employment and will be considered only insofar as it relates to fitness to perform a particular job.*

RELEASE NOTICE: For each violation listed, complete an “**Authorization for Release of Information Agreement**”. Initial here \_\_\_\_\_

<b>46. Have you ever been fingerprinted?</b>		Yes	No
If yes, fill in the following:			
<b>Date</b>	<b>Agency Name and Address</b>	<b>Reason for Fingerprinting</b>	

Complete the “**BCA/FBI Applicant Fingerprint Card Information**” form at the end of the background packet. Initial here \_\_\_\_\_

<b>47. Have you ever had a conviction expunged or pardoned?</b> (Note: Expungements and/or pardons must be included pursuant to Minnesota Statutes 364.04, 364.09 and 609A.03.)			Yes	No
<b>Date</b>	<b>Type of Violation</b>	<b>Court Location</b>	<b>Disposition</b>	<b>Agency Concerned</b>
<b>48. Are there any outstanding warrants for your arrest?</b>			Yes	No
If yes, provide details:				

49. List <i>any</i> other contact you have had with a law enforcement agency as an adult.		
Date of Contact	Agency Name and Address	Type of Contact/Details

RELEASE NOTICE: Complete the “**Informed Consent for Release Information**” and “**Informed Consent Release of Predatory Offender**” forms at the end of the background packet.  
Initial here \_\_\_\_\_

IX. TRAFFIC LAW VIOLATIONS				
50. If, as an adult, you have ever received a summons/citation for violation of the traffic laws in Minnesota or any other state (excluding parking violations), complete the information below:				
Offense Date	Type of Violation	Location of Violation	Court Disposition	Agency Concerned

**Note: You must include a photocopy of your driver’s license when submitting the background packet.**

RELEASE NOTICE: Complete the “**Notice of Rights and Informed Consent to Release Information for Driver’s License and Criminal History Records and Offense Reports**” and “**Informed Consent for Release of Information**” forms at the end of the background packet.  
Initial here \_\_\_\_\_



## ACKNOWLEDGMENT AND CERTIFICATION

I attest that all of the statements made by me in this Background Investigation Questionnaire and documents submitted are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any false statements made with the intent to commit fraud, any fraudulent conduct or any attempted deception by me or by others with my connivance, in any application, paper or document submitted shall bar me from further examinations for at least two (2) years; and that omission of any information from this application may be cause for rejection, or removal from any eligible list, or dismissal if employed. I further understand that I have an ongoing obligation to correct any inaccuracies in the information which I have provided as they become known to me.

<b>Date</b>	
<b>Written Signature</b>	
<b>Printed Name</b>	
<b>Address</b>	
<b>Telephone</b>	

***If you have previously submitted a completed background packet in the last 6 months, please complete the following section:***

I previously submitted a background packet on (Date):		
I have reviewed the background packet previously submitted and there are:	No changes of any kind	Changes, Additions, Corrections are Needed
I have copied the section of the background packet that has changed, noted all changes and completed additional release forms needed	Yes	No
<p>I attest that all of the statements made by me in this Background Investigation Questionnaire and documents submitted are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any false statements made with the intent to commit fraud, any fraudulent conduct or any attempted deception by me or by others with my connivance, in any application, paper or document submitted shall bar me from further examinations for at least two (2) years; and that omission of any information from this application may be cause for rejection, or removal from any eligible list, or dismissal if employed. I further understand that I have an ongoing obligation to correct any inaccuracies in the information which I have provided as they become known to me.</p>		
<b>Date</b>		
<b>Written Signature</b>		
<b>Printed Name</b>		



<b>Name:</b>	<b>Page 1 of</b>
<b>AUTOBIOGRAPHY ESSAY</b>	
<p>Provide a brief handwritten history of your life on the following pages. Follow the instructions carefully. <b>No exceptions.</b></p> <ul style="list-style-type: none"><li>• The autobiography must be <b>in your own writing</b>.</li><li>• <b>USE A BLUE INK PEN.</b> Do not write in pencil.</li><li>• Sign the bottom of the autobiography using your normal signature.</li></ul>	

<b>Name:</b>	<b>Page 2 of</b>
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<b>Name:</b>	<b>Page 4 of</b>
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# APPENDIX

## **\*\*\*INSTRUCTIONS FOR COMPLETING RELEASE FORMS\*\*\***

### **Read and follow instructions carefully**

- 1.) Review the questionnaire and use the following checklist to determine how many copies of each release form you will need.

- \_\_\_\_\_ Authorization for Release of Information Agreement
- \_\_\_\_\_ BCA/FBI Applicant Fingerprint Card Information
- \_\_\_\_\_ Request Pertaining to Military Records
- \_\_\_\_\_ Credit Report Release
- \_\_\_\_\_ Authorization to Release Information – State Department of Unemployment Benefits
- \_\_\_\_\_ Informed Consent for Release of Information
- \_\_\_\_\_ Informed Consent – Release of Predatory Offender Registration Data
- \_\_\_\_\_ Notice of Rights and Informed Consent to Release Information for Driver's License and Criminal History Records and Offense Reports

- 2.) Make as many copies of the release forms as you need.

- 3.) Fill out the release forms providing all the information that is requested: Name and address of agency; your name; date of birth; account numbers; etc. Sign and date all the release forms.

- 4.) Return all release forms with the completed background questionnaire

- 5.) Include a photocopy of your driver's license when submitting the background questionnaire

- 6.) If you have any questions, contact Sgt. Neil Porter, St. Louis County Sheriff's Office at 218.336.4343.

# Saint Louis County

Ross Litman, Sheriff

## AUTHORIZATION FOR RELEASE OF INFORMATION AGREEMENT

To:	Company Name	Address	E-Mail

I, \_\_\_\_\_, am an applicant for a position leading to employment with the St. Louis County Sheriff's Office. St. Louis County is conducting a thorough investigation of my employment background and personal history to evaluate my qualifications and suitability for employment.

I do hereby give my informed consent and authorize full and complete disclosure to all records, or any part thereof, whether public, not public, private, or confidential, concerning myself to an authorized representative of the St. Louis County Sheriff's Office to use in determining my suitability for employment. It is my intent to provide access to all data however personal and confidential it may appear to be.

I consent to your release and photocopying of any and all public, not public, private, or confidential information that you may have concerning me, my work record, my background and reputation, my military service records, education and training records, my financial status, my criminal history records, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances, filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in my case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damages pursuant to any state or federal laws. I hereby release any custodian of such records, including the officers, employees and agents of any custodian, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of an authorized representative of the St. Louis County Sheriff's Office regardless of any agreement I may have made or make with you to the contrary. The law enforcement agency requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested. This authorization and release form complies with and is required to accompany a request for employment information under Minnesota Statute 626.87, which provides employers with immunity from civil liability for employment information released to a law enforcement agency in the absence of fraud or malice.

I understand my rights under Title 5, United States Code, Section 522A, The Privacy Act of 1974, Minnesota Statute 13.05, Subd. 4, and the Minnesota Government Data Practices Act, and Rule 5. Subd. 1 of the Minnesota Rules of Public Access to Records of the Judicial Branch with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the St. Louis County Sheriff's Office in conjunction with employment procedures. Should there be any question as to the validity of this release, you may contact me. A photocopy or FAX copy of this release form, though not containing an original signature, will be valid as an original thereof.

This authorization shall be valid for a period of one year from the date of my signature, but I reserve the right to cancel this written authorization by providing written notice to the St. Louis County Sheriff's Office or to you of that fact. I agree to indemnify and hold harmless any person to whom this request is presented and his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Written Signature	Printed Name	Date
Address		Telephone Number
Signature of background investigator		
Name	Law Enforcement Agency	

## BCA/FBI APPLICANT FINGERPRINT CARD INFORMATION

You are being fingerprinted as a part of the application process for deputy sheriff with the St. Louis County Sheriff's Office. This information will be used to perform a criminal history check. Please complete the following: Directions: Print the following using blue ink only.

Last Name	First Name	Middle Name
Other Names Used	Date of Birth	Place of Birth
Sex	Race	Height
Weight	Hair Color	Eye Color
Citizenship	Scars, Marks, Tattoos	
Home Address	Street	City
County	State	Zip Code
Home Telephone Number		
Driver's License Number		State

## CREDIT REPORT RELEASE

<b>Notice to Applicant</b>	
<p>In order to fully evaluate your employment application, a credit report prepared by a credit reporting agency may be obtained. At your request the St. Louis County Sheriff's Office will provide you a free copy of your credit report if we have obtained one.</p>	
<p>Please complete the following information:</p>	
<b>Date</b>	
<b>Full Printed Name</b>	
<b>Former Name(s)</b>	
<b>Present Address</b>	
<b>Former Addresses</b>	
<b>Written Signature</b>	

<b>Please check the appropriate box:</b>	
<input type="checkbox"/>	I do not wish to receive a copy of my credit report.
<input type="checkbox"/>	If a credit report is obtained, please send me a free copy.

<b>For Office Use Only:</b>
<p>A copy of the credit report was provided to Applicant on:</p>  



## INFORMED CONSENT FOR RELEASE OF INFORMATION

I, \_\_\_\_\_, authorize the St. Louis County Human Resources and/or St. Louis County Sheriff's Office to provide my: full name, previous name(s), date of birth, social security number, driver's license number, home address and previous addresses to the St. Louis County Sheriff's Office, the Minnesota Bureau of Criminal Apprehension, Department of Driver and Vehicle Services, the National Crime Information Center, Federal Bureau of Investigation, and any other law enforcement agencies with which I have had contact that has records about me, in order to determine my suitability for employment with St. Louis County.

I, \_\_\_\_\_, authorize the St. Louis County Sheriff's Office, the Minnesota Bureau of Criminal Apprehension, Department of Driver and Vehicle Services, and other law enforcement agencies with which I have had contact, to release any public, private, or confidential information pertaining to my driver's license record (including driver's license photo), Bureau of Criminal Apprehension records and/or National Crime Information Center records and any and all other offense report records to the St. Louis County Human Resources and/or St. Louis County Sheriff's Office in order to determine my suitability for employment with St. Louis County.

**I understand that this written consent is valid for 1 year, but that it may be revoked by me at any time prior to the one year expiration, except to the extent that action has been taken in reliance upon it. I can revoke this consent by filing a written request with the St. Louis County Human Resources Department and St. Louis County Sheriff's Office terminating the consent. I also understand that this data and related criminal history check is defined by Minn. Stat. 13.43 as personnel data and shall be treated as such.**

**Date Executed:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Notary:** \_\_\_\_\_

**INFORMED CONSENT  
RELEASE OF PREDATORY OFFENDER  
REGISTRATION DATA**

PLEASE PRINT LEGIBLY – USE COMPLETE NAME, INCLUDING MIDDLE NAME

First Name:\_\_\_\_\_ Middle Name:\_\_\_\_\_ Last Name:\_\_\_\_\_

Maiden or Former Last Name(s):\_\_\_\_\_

Date of Birth:\_\_\_\_\_ Social Security Number:\_\_\_\_\_

Driver's License Number:\_\_\_\_\_ Issuing State:\_\_\_\_\_

Current Address:\_\_\_\_\_

City, State, Zip Code:\_\_\_\_\_

I hereby authorize and grant my informed consent to the Minnesota Bureau of Criminal Apprehension to release to St. Louis County any information contained about me in the Minnesota Predatory Offender Registry, including, but not limited to, information related to offenses which may have occurred when I was a juvenile.

I hereby release the Minnesota Bureau of Criminal Apprehension and St. Louis County from any and all actions and causes of action, of any kind and nature whatsoever, past, present and future, arising out of the release of information obtained with this consent.

This authorization shall be valid for a period of twelve (12) months from the date of signature.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**Notary Signature:**\_\_\_\_\_

**Notice of Rights and Informed Consent to Release Information for Driver's License  
and Criminal History Records and Offense Reports**

As part of your employment application process with St. Louis County you are being asked to supply private data that was not requested on the application form. St. Louis County is requesting you supply the data to determine your suitability for employment with St. Louis County, including use of the data to conduct criminal history and related records checks. You may refuse to provide any requested data. However, a refusal will prevent St. Louis County from conducting an adequate pre-employment background investigation which in turn may cause your application for employment to be removed from consideration.

Private data, such as date of birth, driver's license number and driver's license photo may be shared with the Human Resources Department, the department to which you are applying, the St. Louis County Sheriff's Office, and legal advisor to the County. Otherwise, unless authorized by State statutes or Federal law, your private data will not be released to any other person or agency without your written consent except under court order or if otherwise authorized or required by law. A written consent for release of private data is known as "INFORMED CONSENT". Any public data you provide is available to anyone requesting it.

**The private data St. Louis County is now requesting from you is as follows:**

Have you ever been convicted, plead guilty or been sentenced in any court of law for the commission of a criminal offense?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, state the jurisdiction(s), dates of conviction(s), please of guilty or sentenced: \_\_\_\_\_

\_\_\_\_\_

State the offense: \_\_\_\_\_

Your full legal name and current address: \_\_\_\_\_

\_\_\_\_\_

Addresses of the last seven years: \_\_\_\_\_

\_\_\_\_\_

Former names, including nicknames: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex:      Male      Female      Race: \_\_\_\_\_

**I understand the above notice of rights; also known as the Tennessee Warning.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Day Phone Number(s):** \_\_\_\_\_

## AUTHORIZATION TO RELEASE INFORMATION

State Department of Unemployment Benefits

I hereby authorize and grant consent to \_\_\_\_\_, its agents and/or representatives to obtain and collect information about my previous unemployment benefits. The information may include all data collected, created, received, retained or disseminated by your department.

I understand that the information gathered will aid in determining my suitability for employment with the office. I also understand that once this information is released it may be subject to further dissemination without my written consent.

This authorization is valid for one year, but I have the right to cancel it by providing a written notice to you of the revocation of my consent. A photocopy of this authorization will be treated in the same manner as the original.

Full Name (Print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Other Names Used: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_